

अण्डमान तथा

Andaman And



निकोबार राजपत्र

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अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

सचिवालय/SECRETARIAT

NOTIFICATION

Port Blair, dated the 14th July, 2010

No. 168/2010/F.No. 6-1(6)/2009-MPH(III).—In exercise of powers conferred by the proviso to Article 309 of the Constitution of India, read with the Govt. of India, Ministry of Home Affairs, Notification No. 14-3/60-ANL dated 11th April, 1960 and in supersession of Administration's Notification No. 154/89/F.No. 24-2/87-MPH dated 8th September, 1989, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to Group 'B' & 'C' Non-Gazetted posts of **Librarian, Senior Store Keeper, Store Keeper (Transport), Welder-cum-Painter, Dark Room Attendant, Fumigator-cum-Disinfector, Cobbler and Helper (FSSA Cell)** borne in the Directorate of Health Services, Andaman and Nicobar Administration, namely:—

1. Short Title and Commencement:—

- (i) These rules may be called the Andaman and Nicobar Administration (Non-Gazetted Group 'B' & 'C' posts in the Directorate of Health Services) Recruitment Rules, 2010.
- (ii) They shall come into force on the date of its publication in the Official Gazette.

2. Number, Classification and Scale of Pay:—

The number of posts, their classification and the Pay Band and Grade Pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule I to VIII annexed thereto.

3. Method of Recruitment, Age limit and other Qualifications :—

The method of recruitments, age limit, educational qualification and other matters relating to the said posts shall be as specified in paras 5 to 15 of the attached Schedules.

4. Disqualification:— No person—

- (a) who has entered into or contracted a marriage with a person having a spouse living,
OR
(b) who, having a spouse living, has entered into or contracted a marriage with any person,
shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to Relax:—

Where the Lieutenant Governor, Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, if necessary, relax any of the provisions of these rules with respect to any class or categories of persons.

6. Saving:—

Nothing in these rules shall effect reservation, relaxation of age limit and other concessions, required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

By order and in the name of the Lieutenant Governor,
Andaman & Nicobar Islands.

Sd/-
Assistant Secretary (Health)

SCHEDULE - I**RECRUITMENT RULES FOR THE POST OF LIBRARIAN IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	LIBRARIAN
2.	No. of Post	02 (Two) 2010 (Subject to variation dependant upon the workload)
3.	Classification	General Central Services Group- 'B', Non-Gazetted/ Non- Ministerial
4.	Scale of Pay	Pay Band-2 Rs.9300-34800 Plus Grade Pay Rs. 4200
5.	Whether Selection post or Non-Selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	<p>18-33 yrs. (Male) & 18-38 yrs. (Female) (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time)</p> <p>The crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange/closing date for receipt of application forms from candidates.</p>
8.	Educational and other qualifications required for direct recruitment	<p>Essential :-</p> <ul style="list-style-type: none"> 1. Degree from a recognized University preferably a Science Graduate with Botany and Zoology subjects at Graduate level. 2. Degree/ Diploma in Library Science from a recognized University or Institution. <p>Desirable:-</p> <ul style="list-style-type: none"> 1. 05 (Five) years working experience in a State Library/ District Library in a medical institute. 2. Master Degree in Library Science or Diploma in documentation from a recognized institution
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable

10.	Period of probation, if any	02 (Two) Years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/ transfer grade from which promotion/deputation/ transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'B' DPC consisting of :- 1. Chief Secretary — Chairman 2. Secretary (Health) — Member 3. Director of Health Services — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule – I

ANNEXURE TO SCHEDULE-I**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'LIBRARIAN'**

1. To maintain the records of the various books, literature, journals etc. in the Library.
 2. To keep present records of the various books, journals in the Library.
 3. To issue books to Members and maintain records of the new books and journals.
 4. To distribute Medical papers among doctors.
 5. To collect and maintain the records of the new books and journals.
 6. Any other duties assigned to them from time to time.
 7. To maintain and update the website/data related to the Library.
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SCHEDULE - II**RECRUITMENT RULES FOR THE POST OF SENIOR STORE KEEPER IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	SENIOR STORE KEEPER
2.	No. of Post	01 (One) 2010 (Subject to variation dependant upon the workload)
3.	Classification	General Central Services Group- 'B', Non-Gazetted/ Ministerial
4.	Scale of Pay	Pay Band-2 Rs. 9300-34800 Plus Grade Pay Rs. 4200
5.	Whether Selection post or Non-Selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) Years

11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	The post shall be filled up by transfer on deputation of eligible Amalgamated Clerical Cadre from the grade of Head Clerks in the Pay Band Rs. 9300-34800 with Grade Pay Rs. 4200 having 03 (three) years experience in the grade /HGCs in the pay band Rs.5200-20200 plus G.P. Rs. 2400 having 08 (eight) years experience in the grade.
12.	In case of recruitment by promotion/deputation/transfer grade from which promotion/deputation/ transfer is to be made	From amongst the members of the Amalgamated Clerical Cadre of the grades mentioned at para 11 above.
13.	If a DPC exists, what is its composition?	<u>Group 'B' DPC consisting of:-</u> 1. Chief Secretary — Chairman 2. Secretary (Health) — Member 3. Director of Health Services — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule- II

ANNEXURE TO SCHEDULE-II**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'SENIOR STORE KEEPER'**

The Senior Store Keeper shall function as in-charge of the Administrative Wing of the Central Medical Store under the control and guidance of Medical Officer In-charge of Store. He shall also supervise the works of HGC, LGC working in the store and guide them properly. He shall also be responsible for local purchase of medicines, QM Stores, instruments, furniture and other items required by the Store. He shall deal with the matters relating to budget estimate, expenditure sanction, inspection notes, audit objection, short receipt of stores and write off loses.

He shall also attend any other works assigned to him by the Medical Officer In-charge of Store.

SCHEDULE - III**RECRUITMENT RULES FOR THE POST OF STORE KEEPER (TRANSPORT) IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	STORE KEEPER (TRANSPORT)
2.	No. of Post	01 (One) 2010 Subject to variation dependant upon the workload
3.	Classification	General Central Services Group- 'C', Non-Gazetted/ Non-Ministerial
4.	Scale of Pay	Pay Band-1 Rs. 5200-20200 Plus Grade Pay Rs. 2400
5.	Whether Selection post or Non-Selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) Years

11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	The post is to be filled up by transfer on deputation from Lower Grade Clerks of AC Cadre in the pay band Rs. 5200-20200 plus G.P. Rs.1900 having experience not less than 08 (Eight) years with the knowledge of stores.
12.	In case of recruitment by promotion/ deputation/ transfer grade from which promotion/deputation/transfer is to be made	From amongst the Lower Grade Clerks of AC Cadre as mentioned at para 11 above.
13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of:- 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule- III

ANNEXURE TO SCHEDULE-III**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'STORE KEEPER' (TRANSPORT)**

1. To procure stores as suggested by Mechanical Engineer on the basis of indents.
2. To make stock entries in stock register of receipt and issue of spare, lubricants, tyres, tubes and batteries etc.
3. To maintain Vehicle Inventory Register.
4. To maintain expenditure books of Vehicles.
5. To obtain purchase and expenditure sanction.
6. To maintain issue registers.
7. To maintain list of unserviceable stores.
8. To arrange condemnation of stores work out.
9. To keep vehicles record.

SCHEDULE - IV**RECRUITMENT RULES FOR THE POST OF WELDER – CUM-PAINTER IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	WELDER –CUM- PAINTER
2.	No. of Post	01 (One) 2010 (Subject to variation dependant upon the workload).
3.	Classification	General Central Services Group – 'C', Non-Gazetted/ Non- Ministerial
4.	Scale of Pay	Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.1900
5.	Whether Selection post or Non-Selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 yrs. (Male) & 18-38 yrs. (Female) (Relaxable for Govt. Servants up to 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange/closing date for receipt of application forms from candidates.

8.	Educational and other qualifications required for direct recruitment	Essential:- 1. Xth Std. (Secondary School Examination) passed from a recognized Board/Institute 2. Must possess ITI Trade Certificate in Welding and Painting trade from a recognized Institution
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) Years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/ transfer grade from which promotion/deputation/ transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of:- 1. Director of Health Services — Chairman 2. Director of AH & V S — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule- IV

ANNEXURE TO SCHEDULE-IV**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'WELDER-CUM-PAINTER'**

1. To provide welding and gas to vehicles of hospitals and medical equipments as and when required.
 2. To provide painting on chassis under coat to body and bumpers.
 3. To keep inventory of welding equipments and accessories.
 4. To provide metal paste, putty for leveling surface of vehicles and spray the coat of PC body and final spray coat.
 5. To apply wax polish to vehicles for better upkeep of vehicles.
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SCHEDULE - V**RECRUITMENT RULES FOR THE POST OF DARK ROOM ATTENDANT IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	DARK ROOM ATTENDANT
2.	No. of Post	08 (Eight) 2010 (Subject to variation dependant upon the work load).
3.	Classification	General Central Services Group- 'C', Non-Gazetted/ Non- Ministerial.
4.	Scale of Pay	Pay Band-1 Rs. 5200-20200 Plus Grade Pay Rs. 1800
5.	Whether Selection post or Non-Selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable

7.	Age limit for direct recruitment	18-33 yrs. (Male) & 18-38 yrs. (Female) (Relaxable for Govt. Servants up to 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange/closing date for receipt of application forms from candidates.
8.	Educational and other qualifications required for direct recruitment	Essential:- 1. Xth Std. (Secondary School Examination) passed from a recognized Board/ Institute. 2. Should possess certificate in Dark Room Attendant Course.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age:- Not applicable Qualification:- No, but must possess at least working knowledge in Dark Room Attendant Trade.
10.	Period of probation, if any	02 (Two) Years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by transfer from amongst the willing Ward Attendants having a period of 03 years experience in the X-ray Dark Room Attendant on seniority basis failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/ transfer grade from which promotion/deputation/ transfer is to be made	From amongst the Ward Attendant in the Pay Band Rs. 5200-20200 with Grade Pay Rs. 1800 working under the A&N Health Department having a minimum period of 03 years experience in the X-Ray Dark Room.
13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of:- 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule- V

ANNEXURE TO SCHEDULE-V**DUTIES AND RESPONSIBILITIES FOR THE POST OF ' DARK ROOM ATTENDANT'**

1. To assist X-Ray Technician in washing and developing X-Ray plate.
2. To assist X-Ray Technician in handling X-Ray machine and taking X-Ray.
3. To assist X-Ray Technician in collection and storage of X-Ray films.
4. To deliver X-Ray films to respective wards with the report.
5. Any other duties assigned to them from time to time.

SCHEDULE - VI**RECRUITMENT RULES FOR THE POST OF FUMIGATOR – CUM-DISINFECTOR IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	FUMIGATOR –CUM-DISINFECTOR
2.	No. of Post	01 (One) 2010 (Subject to variation dependant upon the workload)
3.	Classification	General Central Services Group-'C', Non-Gazetted/ Non- Ministerial.
4.	Pay Band/Grade Pay/Scale of Pay	Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs. 1800
5.	Whether Selection post or Non-Selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) Years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by transfer basis amongst willing Safaiwala having 03 years experience in the grade on Seniority basis.
12.	In case of recruitment by promotion/ deputation/transfer grade from which promotion/deputation/transfer is to be made	From amongst the Safaiwala in the Pay Band Rs. 5200-20200 with Grade Pay Rs. 1800 working under the A&N Health Department having a minimum period of 03 years experience in the Grade.
13.	If a DPC exists, what is its composition?	<p><u>Group 'C' DPC consisting of:-</u></p> <p>1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member</p>
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule- VI

ANNEXURE TO SCHEDULE-VI**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'FUMIGATOR-CUM-DISINFECTOR'**

1. To carryout fumigation of Ship and Boat.
2. To disinfect the Hospital/Dispensaries of the Ships in the event of transportation of infected patients.
3. To assist Port Health Staff in assessing the fumigation standard.
4. To assist Port Health Staff in inspection of General sanitation of Ships/Boats.
5. Any other duties assigned to them from time to time by his superiors.

SCHEDULE - VII**RECRUITMENT RULES FOR THE POST OF COBBLER IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	COBBLER
2.	No. of Post	01 (One) 2010 (Subject to variation depending upon the workload)
3.	Classification	General Central Services Group-'C', Non-Gazetted/ Non- Ministerial
4.	Pay Band/Grade Pay/Scale of Pay	Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs. 1800
5.	Whether Selection post or Non-Selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	18-33 yrs. (Male) & 18-38 yrs. (Female) (Relaxable for Govt. Servants up to 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time) The crucial date for determining the age limit shall be the date of receipt of the names from the Employment Exchange/closing date for receipt of application forms from candidates.
8.	Educational and other qualifications required for direct recruitment	Essential:- 1. Xth Std. (Secondary School Examination) passed from a recognized Board/Institute. 2. Working knowledge in Shoe Making and other leather products.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) Years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/ transfer grade from which promotion/deputation/transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of:- 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule- VII

ANNEXURE TO SCHEDULE-VII**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'COBBLER'**

1. To prepare sleeper, shoes for leprosy patients and also for orthopaedically handicapped persons.
2. To help and work orthopaedically handicapped patients.
3. Any other duties assigned to him from time to time by his superiors.

SCHEDULE - VIII**RECRUITMENT RULES FOR THE POST OF HELPER (PFA CELL) IN THE
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	HELPER (FOR FSSA CELL)
2.	No. of Post	04 (Four) 2010 (Subject to variation depending upon the workload).
3.	Classification	General Central Services Group- 'C', Non-Gazetted/ Non- Ministerial
4.	Pay Band/Grade Pay/Scale of Pay	Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.1800
5.	Whether Selection post or Non Selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitment	Not applicable.
8.	Educational and other qualifications required for direct recruitment	1. Xth Std. (Secondary School Examination) passed from a recognized Board /Institute.
9.	Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) Years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by transfer from amongst willing Safaiwala having 05 years experience on seniority basis failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/transfer grade from which promotion/deputation/transfer is to be made	From amongst the Safaiwala (Male) in the Pay Band Rs. 5200-20200 with Grade Pay Rs. 1800 working in the A&N Health Department having 05 years service in the grade.
13.	If a DPC exists, what is its composition?	Group 'C' DPC consisting of- 1. Director of Health Services — Chairman 2. Director of AH & VS — Member 3. Medical Supdt., GBPH — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Enclosed as Annexure to Schedule-VIII

ANNEXURE TO SCHEDULE-VIII**DUTIES AND RESPONSIBILITIES FOR THE POST OF 'HELPER (FSSA CELL)**

It shall be the duty of Helper to assist the Food Safety Officers in the field and office in the following manner:-

1. He shall carry the sampling bag/kit to the field when ever a Food Safety Officers visits and field for collecting food samples for its analysis.
2. To assist the Food Safety Officers to prepare for sampling (washing and cleaning of sampling bottles, mixing, opening the food packets and bag etc.)
3. To assist the Food Safety Officers in packing, labeling, wrapping and sealing of the Food Samples.
4. As a messenger of Food Safety Officers the Helper has to carry the sample to the Food Lab. and to hand over the same to the Public Analyst alongwith other official documents.
5. The Helper attached to Food Safety Officers is considered as an independent witness and he has to attend the Court of Law for giving evidence in respect of Food Adulteration cases.
6. Also to carryout other duties as assigned to him by the Food (Health) Authority, Local (Health) Authority & Food Safety Officers.